

# State Library of Massachusetts

## Fee Schedule for Digital Imaging Services

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The following is a fee schedule for the creation of digital images from photographic and cartographic originals, printed and non-printed materials, and pre-existing digital files of these same items.

[Fees pertain to the photographing OR scanning of original items.]

### **From original:**

Original size = up to 11" x 17" ..... \$25 per image, to 20 images.

“ “ = >11" x 17" ..... call for quote.

Pricing will be assessed on a case-by-case basis for orders of more than 20 images.

### **From existing digital file:**

\$15 per file (jpegs only, unless otherwise determined by staff)

### **Thumbnails**

As creating a “thumbnail” image requires the same amount of staff time to produce, the Library will not provide free or sample “thumbnail” or low-resolution images to patrons.

### **Image enhancement/modifications**

- All scans or digital photographs are unmodified and unenhanced, except in circumstances where resulting image is excessively dark and minor work can be done to lighten or clarify the image.
- Modifications and/or enhancements will be done only on a case-by-case basis.
- If modified or enhanced, two (2) versions of the files will be saved – unmodified and modified. (4 files total: 2 tif files, 2 jpgs)

### **Handling**

In situations where the following apply, a handling fee of \$30 per hour (minimum ½ hour) will be assessed *in addition* to the image order:

- Research in excess of ½ hour
- Transportation of original to/from third-party outsourcing agents
- Conservation and other efforts to prepare original for photography, scanning or transport to third-party outsourced agents.
- Efforts to piece together images larger than 11" x 17", or those requiring multiple scans.

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### Delivery

All images *for the time being* will be offered to the patron on a CD ROM, for an additional cost of \$5. No images will be emailed<sup>1</sup>.

This fee for media will be waived in the following circumstances:

- If the patron provides his or her own storage media.
- If the patron makes available to the Library a secure FTP site to which the image can be uploaded.

### Shipping (See also **Delivery**.)

- Postage will be determined on a case-by-case basis, using the rate-finding tool available at [www.usps.gov](http://www.usps.gov).
- For FedEx or UPS/DHL and other overnight carrier service, patron must provide the Library with a valid account number, or the fee for said service will be assessed and included in the summary of fees given in an invoice prior to signoff/approval.

### Minimum turnaround

Minimum turnaround time, from the location of the original to final delivery should be between 7 and 10 *business days*, depending on order size and staff availability. This time does not include email or phone discussion with the patron. The Library must be in receipt of an official photo order request form, signed cost estimate/invoice, and completed permission to publish form (if applicable) in order to begin work.

### Payment

Payment in full must be received before finished product will be shipped. The Library will accept payment in the form of a check, money order, or purchase order. At this time credit cards are not accepted as valid forms of payment. If using a purchase order, the number should be included in the signed/approved invoice before work can begin.

### Rush

For a request that must be expedited in fewer than the minimum number of business days needed for turnaround quoted in our service guidelines, a rush fee equal to 50% of the total job (minus the costs of the media and shipping) will be assessed and added to the invoice.

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<sup>1</sup> Email delivery of images is available to employees of State agencies only, at the discretion of staff.